ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDA Remarks on 1985 Program

FROM:	EXTENSION	NO.
EO/DDA		25X1
		DATE 25 April 1983

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. DDA				All:
2. ADDA				The attached is for the pre-Program meeting on Tuesday, 26 April at 1300 hours.
3.				
4. *per EO- pls retain attach notebook*				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

25X1

OUTLINE

Page Denied

CONFIDENTIAL   25 April 1984

DDA REMARKS ON 1985 PROGRAM

I. OVERALL GOAL

   A. CONTINUES TO BE THE PROVISION OF TIMELY, RESPONSIVE, EFFECTIVE,

       AND EFFICIENT CENTRALIZED ADMINISTRATIVE SUPPORT FOR THE AGENCY'S

       COLLECTION AND PRODUCTION PROGRAMS.

   B. AT THE SAME TIME, THE DIRECTORATE OF ADMINISTRATION IS STRIVING

       TO OBTAIN SUFFICIENT RESOURCES TO UPGRADE LONG NEGLECTED

       FACILITIES, EQUIPMENT, AND AUTOMATED INFORMATION HANDLING SYSTEMS.

II. DCI GUIDANCE PERTAINING TO THE DIRECTORATE OF ADMINISTRATION PROGRAM

   A. WE MUST SUCCESSFULLY COMPLETE THE REBUILDING EFFORTS ALREADY

       UNDER WAY.

   B. FUTURE INVESTMENTS MUST BE SUPPORTED BY CLEARLY DEFINED NEEDS.

III. HIGHLIGHTS OF THE 1985 PROGRAM

   A. CONTINUE COMMUNICATIONS RECAP PROGRAM.

       1. AGENCY'S PRIORITY NEED.

       2. UPGRADING COLLECTION/PRODUCTION SYSTEMS WORTH NOTHING

           WITHOUT AN EFFECTIVE COMMUNICATIONS SYSTEM.

       3. WE ARE NOW PAYING FOR YEARS OF NEGLECT.

       4. NECESSITY RELATING TO OUR   ROLE.   25X1

   B. CONSTRUCTION OF NEW BUILDING.

       1. SPACE PROBLEMS/NEEDS HAVE BEEN PERVASIVE THROUGHOUT MY

           TENURE AS DDA.

       2. COSTS/INEFFICIENCIES OF OPERATING UNDER CURRENT DISPERSAL

           (SECURITY, COMMUNICATIONS, TRANSPORTATION, MAIL AND COURIER).

CL BY _____   25X1
DECL ____ OADR

CONFIDENTIAL

CONFIDENTIAL

3. POSITIVE IMPACT ON MORALE IMMEASURABLE.

C. UPGRADING OUR CENTRAL COMPUTER SYSTEM.

1. EXPLOSION IN THE USE OF AUTOMATED DATA PROCESSING SYSTEMS
THROUGHOUT THE AGENCY.

2. DEMANDS OF ANALYSTS--PROJECT SAFE.

3. DEMANDS OF THE COMMUNITY--CAMS II.

4. SUBSTANTIAL SUPPORT COSTS FOR INSTALLATION AND RELOCATION OF
TERMINALS AND WORD PROCESSORS--OFFICES OF DATA PROCESSING,
LOGISTICS, AND COMMUNICATIONS.

25X1

D. REVITALIZATION OF SUPPORT INFRASTRUCTURE.

1. PRESSING NEED FOR A NEW FULLY AUTOMATED PAYROLL SYSTEM.

2. REQUIREMENT FOR NEW AIRCRAFT--SAFETY, EFFICIENCY, AND
EFFECTIVENESS ALL COME INTO PLAY.

3. LIMS WILL ALLOW US TO UPGRADE LOGISTICS ACQUISITION, PROCESS-
ING, AND INVENTORY RESPONSIVENESS AS WELL AS ACCOMMODATE
FINANCIAL REQUIREMENTS SUCH AS THE PROMPT PAY ACT.

E. MAINTAIN A VIABLE AND DEPENDABLE WORLDWIDE SECURITY PROGRAM WHICH
PROVIDES THE NECESSARY DEGREE OF PROTECTION FOR OUR PERSONNEL,
FACILITIES, AND ACTIVITIES.

IV. SIGNIFICANT BASE LEVEL CHANGES

A. SMALL INCREASE TEMPORARY/PART TIME FTE WITH ASSOCIATED FUNDS.

B. INCORPORATED FUNDS FOR RENOVATIONS AND BACKFILL MOVES.

C. MONIES FOR INSTALLATION OF WORD PROCESSORS AND WANG SUPPLIES.

D. MORE FUNDS FOR

25X1

E. FUNDS INCREASED FOR UNCLASSIFIED TELEPHONE SERVICE AND COMMO
NETWORK EXPENDABLES.

2

CONFIDENTIAL

Page Denied

Next 4 Page(s) In Document Denied

CONFIDENTIAL

26 April 1983

DDA ADDRESS--1985 PROGRAM

SUGGEST THE FOLLOWING BE MENTIONED AT CONCLUSION OF FORMAL REMARKS:

I. FROM YOUR REVIEW OF OUR PROGRAM WITH DAVE AND CHUCK, WE UNDERSTAND THAT IT WOULD BE HELPFUL FOR US TO PROVIDE ADDITIONAL INFORMATION ON CERTAIN ASPECTS OF OUR SUBMISSION. THE OFFICE DIRECTORS HERE AND I WILL PROVIDE THAT INFORMATION AS WE GO ALONG. IF YOU NEED ANY ADDITIONAL INFORMATION, PLEASE LET US KNOW AND WE WILL GET IT TO YOU.

II. OUR STANDARD SUPPORT REQUIREMENT RESOURCES ARE GEARED TO MATCH THE NEW INITIATIVES SUBMITTED. THEY CONTAIN RESOURCES TO MATCH GROWTH GENERATED BY THESE NEW ACTIVITIES. THEY DO NOT PROVIDE FOR ANY ENHANCEMENT OF THE LEVEL OF SUPPORT NEEDED TO SUSTAIN THE ACTIVITY--NO FRILLS! ALSO WITH THE SSR'S, WE PROVIDE NO CONSIDERATION FOR EXISTING SHORTFALLS. OUR OWN NEW INITIATIVES, ON THE OTHER HAND, ARE GEARED TO COMPENSATE FOR EXISTING SHORTFALLS OR TO PROVIDE AN ENHANCED, MORE EXPEDITIOUS LEVEL OF SUPPORT.

A. IN THE INSTANCE OF OUR TRAINING INITIATIVE, THE BULK OF OUR RESOURCES WILL SERVE TO PROVIDE BETTER, MORE COMPREHENSIVE TRAIN-ING FOR ANALYSTS, AN AGENCY-WIDE CLERICAL TRAINING PROGRAM, AND TRAINING IN AN AUTOMATED OFFICE ENVIRONMENT. THE EQUIPMENT NEEDED IN THIS INITIATIVE IS FOR MORE SOPHISTICATED, EXPENSIVE TRAINING GEAR, PARTICULARLY TERMINALS, WORD PROCESSORS, AND RELATED ITEMS (NOT INCLUDED IN THE SSR'S).

CONFIDENTIAL

CL BY _____
DECL _____ OADR

25X1

B. AS FAR AS THE AUDIT/CERTIFICATION UPGRADE INITIATIVE IS CONCERNED,
WE ARE AGAIN ENHANCING OUR LEVEL OF SUPPORT IN HANDLING THE INCREASE
IN TRAVEL VOUCHERS AND THEIR COMPLEXITY--WE ARE NOT ADDRESSING THE
GROWTH IN AGENCY PERSONNEL WHICH IS PROVIDED FOR VIA THE SSR CONCEPT.

III. SAFETY AND HEALTH INITIATIVE

A. SINCE THE SAFETY STAFF WAS PLACED IN THE O/DDA, WITHIN THE LAST TWO
YEARS WE HAVE ADDED THREE FULL-TIME POSITIONS TO THE STAFF, AND WE
HAVE ALSO INCREASED THE NUMBER OF CO-OP STUDENTS AND PART-TIME
EMPLOYEES.

B. WITH THESE ADDITIONAL PERSONNEL, WE BELIEVE THAT WE HAVE AN EFFECTIVE,
VIABLE PROGRAM.

C. AFTER THESE ADDITIONAL PERSONNEL ARE FULLY TRAINED AND ABSORBED INTO
THE PROGRAM IN ABOUT A YEAR, WE WILL BE IN A BETTER POSITION TO
REALISTICALLY SIZE OUR PROGRAM IN TERMS OF EFFORT AND RESOURCES
REQUIRED.

D. THE RELATIVELY LOW RANKING OF THE INITIATIVE IS BECAUSE OF THE RECENT
ADDITIONS TO THE STAFF WHICH HAVE BEEN MADE AND THE FACT THAT WE HAVE
MANY PRESSING NEEDS.

IV. OTE AND WORD PROCESSING TRAINING

A. WITH RESPECT TO WORD PROCESSING TRAINING, THE VENDOR IS DOING THE
BASIC TRAINING FOR WANG WORD PROCESSORS. THE COMPONENT PURCHASES
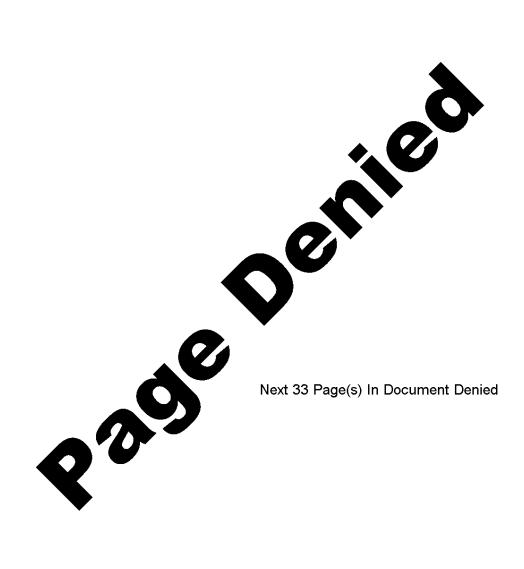
2

CONFIDENTIAL

CONFIDENTIAL

THE WANG TRAINING AS PART OF THE PACKAGE.

B. OTE IS CURRENTLY GETTING GEARED UP TO PROVIDE WANG WORD PROCESSING TRAINING REQUIRED WHICH IS NOT ASSOCIATED WITH EQUIPMENT PURCHASES. THE TRAINING WILL BE PART OF THE NEW AGENCY-WIDE CLERICAL TRAINING COURSE.

C. OTE IS ALSO CURRENTLY PROVIDING TRAINING ON THE NBI WORD PROCESSORS.

D. WE EXPECT TO CONTINUE ALONG SOMEWHAT THE SAME LINES IN 1985, HOWEVER:

1. WORD PROCESSING WILL INEVITABLY INCREASE IN ALL ASPECTS OF OUR BUSINESS, AND OTE WILL HAVE TO USE WORD PROCESSORS AS AN INTEGRAL PART OF OUR ONGOING TRAINING COURSES (SUCH AS THE PROOF READING COURSE).

2. BY 1985 WE EXPECT THAT CRAFT WILL BE FAR MORE EXTENSIVE THAN IT IS TODAY, AND WE WILL HAVE TO PROVIDE OUR OPS OFFICER TRAINEES WITH WORD PROCESSING TRAINING, AMONG OTHERS.

E. I WILL LEAVE TO THE DIRECTOR OF DATA PROCESSING A DISCUSSION OF THE WANG IMPACT ON HIS CENTRAL ADP SERVICES.

CONFIDENTIAL

DIRECTORATE

Page Denied

Next 33 Page(s) In Document Denied

83-0843/6

2 5 APR 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: 25X1

                  Chief, Administration Group
                  Office of the Comptroller

SUBJECT: 1985 DDA Program Meeting

Harry,

     1. The Comptroller has completed his review of the DDA Program proposed
for 1985. During the course of his review, particular attention was focused
on a number of activities and issues on which additional information is needed
in order to place the DDA resource needs into better overall perspective. The
DDA Program Meeting scheduled for 28 April 1983 is a logical forum to provide
the needed additional information. In addition to your planned discussion of
the overall DDA Program, which as you know should focus primarily on major
changes in ongoing initiatives and more particularly on proposed new
initiatives, we ask that you or the other DDA Program Managers involved be
prepared to discuss the following subjects/issues.

          a. In reviewing the various new initiatives proposed for 1985, we
note that in many instances the explanation/justification provided for addi-
tional resources sounds much like the basis on which positions and funds for
Standard Support Requirements (SSRs) were included in the 1984 program. For
example, the Office of Finance's Audit Certification Initiative, containing
position growth to handle increased travel vouchers, and the Office of
Training's Expanded Training Initiative, providing funds for training
equipment, seem to overlap in part the resources provided by SSRs. Some
discussion on the basic SSR concept and the distinction you make between the
SSR resources provided in 1984 and the resources requested for 1985 to respond
to increased support needs would be helpful.

          b. The Health and Safety Initiative provides resources--beginning in
1986--to expand the Safety Staff and to bring the Agency's Occupational Safety
and Health Program into compliance with existing Federal statutes. In
describing this initiative--particularly the consequences of its not being
funded--the logic of proposing resources for 1986 (rather than for 1985) and
the relatively low ranking is not entirely clear. Some discussion on the
rational involved would be helpful.

25X1

SECRET

Page Denied

Next 3 Page(s) In Document Denied